



*City of Charleston*  
*An Equal Opportunity Employer*

## **Employment Opportunities**

**March 29, 2013**

The City of Charleston is accepting applications for the following positions. For each position, we are including a short description, the minimum requirements and other important information. For a complete job description for any particular position, contact the *Human Resources Division at 724-7388*. This document as well as our employment application form and other application information are available by visiting our employment *website at:*

**[www.charleston-sc.gov/employment](http://www.charleston-sc.gov/employment)**

You can also call our Jobline at 843-720-3907 to listen to the available positions listing. Please note that applications/resumes must be received by the Human Resources Department by 5pm on the closing date.

For your convenience, this document categorizes our current employment opportunities according to the type of position on the following pages:

- **PROFESSIONAL.....Page 2**
- **RECREATION.....Page 9**
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## PROFESSIONAL POSITIONS

**Position: Chief Building Official**

**Dept/Div: Public/Inspections**

**Position Type: Regular, Full-Time**

**Authorized Hiring Range: \$85,000-\$87,000 / Year**

**Application Deadline: April 5, 2013**

The Chief Building Official will administer and enforce the International Codes and direct a 20-25 person Inspection Division that provides plan review, permit processing, and field inspections. The Chief Building Official interacts frequently with the Mayor, Director of Public Service, citizens and design professionals. They will serve as the Chief Building Official, Public Safety and Housing Officer and Floodplain Manager. They will Interpret South Carolina and City of Charleston Building Codes for all staff, other City departments, citizens, architects, engineers, and contractors. They will direct the Inspection Division staff and will be responsible for overseeing plan review, permit issuance, and inspections for all construction within the City. They administer and enforce building codes for existing and historic structures. A familiarity with the ICC International Existing Building Code is required. **This is a sensitive position.** The successful candidate will be able to analyze and negotiate complex and sensitive issues and will operate at a policy level with elected and appointed officials. They will demonstrate excellent written and oral communication skills and have the ability to present complex issues both orally and in writing to elected officials, the development community, and the public. This position supports the City of Charleston's commitment to customer service. **This is a leadership position.** The successful candidate motivates, coaches, and develops staff, develops and evaluates individual and group performance goals, reviews Division's current workload status, schedules, and individual personnel assignments and requests needed staffing changes to keep the Division's long and short term objectives on track. **This is an active position.** The successful candidate will conduct field inspections when necessary, perform plan reviews and meet with design professionals and developers to help promote an active construction economy with code compliance. They will prepare related ordinances for adoption by City Council and be responsible for all required reports. The Chief Building Official performs other duties as assigned. **This position requires: A Bachelor's degree (BS) in Structural or Civil Engineering, Architecture, Construction Management or a closely related field, and ten years of related experience of which at least six must be at a management/supervisory level; or an**

equivalent combination of education and experience. This position requires licensing as a South Carolina Building Official, a valid South Carolina Driver's License, ICC or CABO Certified Building Official (CBO) designation; Certified Floodplain Manager (CFM) is required within one year of employment and South Carolina Resident State Fire Marshal Certificate. To perform this job successfully, an individual should have a thorough knowledge of Microsoft Windows, Outlook, Excel and Word or similar software and have verifiable experience with an electronic permit tracking program.

**Position: Operations Assistant**  
**Dept/Div: BFRC/Old Slave Mart Museum**  
**Position Type: Regular, Full-Time**  
**Authorized Hiring Range: \$13.47 / Hour**  
**Application Deadline: April 12, 2013**

Assists in managing the day-to-day activities of a historic museum facility as a tourist destination and a service provider including a retail store engaged in selling specific, related, or general lines of merchandise. Assists the Operations Manager in overseeing the daily operations and directing work performed by facility employees. May directly supervise a limited number of facility employees on a daily basis. Coordinates, schedules, conducts and confirms educational tours. Provides detailed information regarding services, policies and procedures to tenants, patrons and staff. Assists the Operations Manager with developing, executing and monitoring the budget of the facility including payroll, accounts payable, accounts receivable, etc. Assists with the preparation of special events held at the facility. Answers customer's complaints or inquiries. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. Prepares required reports for management. Maintains contact with customers and outside vendors. Performs other duties as required. **Requires: Associate's degree (AA/AS) or equivalent; and one - two years of related experience and/or training; or an equivalent combination of education and experience. Current South Carolina Driver's License. To perform this job successfully, an individual should have a thorough knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.**

**Position: Event Coordinator**  
**Dept/Div: BFRC/Maritime Center**  
**Position Type: Regular, Full-Time**  
**Authorized Hiring Range: \$30,797 / Year**  
**Application Deadline: April 12, 2013**

Markets the facility for rental events, such as meetings, conferences, productions, shows, luncheons and parties, by performing the following duties. Develops, prioritizes, and implements tactical project plans, including promotion programs. Prepares and distributes promotional brochures and information on the facility. Negotiates rental contracts and maintains all related documentation. Assists in theme, demo, and exhibit space layout development for events. Makes space reservations for events, and coordinates building setup. Assists in creation of internal and external promotional pieces. Coordinates registration and payment procedures, maintaining all appropriate account records. Ensures that all building policies regarding use and care are followed by leases and contractors. May assist leases with organizing required catering services, floral arrangements and communication equipment setup. Determines and implements appropriate responses to problems and emergencies. Provides rental activity updates to building management on a regular basis. Performs other duties as assigned. **Requires: Bachelor's degree (BA/BS) in Marketing, Business Administration, History or a related field and one - two years of related experience and/or training; or equivalent combination of education and experience. Valid South Carolina Driver's License. To perform this job successfully, an individual should have a working knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.**

**Position: Operations Assistant**  
**Dept/Div: BFRC/Old Exchange Building**  
**Position Type: Regular, Full-Time**  
**Authorized Hiring Range: \$13.47 / Hour**  
**Application Deadline: April 12, 2013**

Assists in managing the day-to-day activities of a historic museum facility as a tourist destination and a service provider including a retail store engaged in selling specific, related, or general lines of merchandise. Assists the Operations Manager in overseeing the daily operations and directing work performed by facility employees. May directly supervise a limited number of facility employees on a daily basis. Coordinates, schedules, conducts and confirms educational tours. Provides detailed information regarding services, policies and procedures to tenants, patrons and staff. Assists the Operations

Manager with developing, executing and monitoring the budget of the facility including payroll, accounts payable, accounts receivable, etc. Assists with the preparation of special events held at the facility. Answers customer's complaints or inquiries. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. Prepares required reports for management. Maintains contact with customers and outside vendors. Performs other duties as required. **Requires: Associate's degree (AA/AS) or equivalent; and one - two years of related experience and/or training; or an equivalent combination of education and experience. Current South Carolina Driver's License. To perform this job successfully, an individual should have a thorough knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.**

**Position: Senior Tax Auditor**  
**Dept/Div: BFRRC/Revenue Collections**  
**Position Type: Regular, Full-Time**  
**Authorized Hiring Range: \$37,189 / Year**  
**Application Deadline: April 12, 2013**

Audits financial records to determine tax liability performing the following duties. Establishes guidelines on procedures for tax collection. Reviews information gathered from taxpayer such as material assets, income, surpluses, liabilities, and expenditures to verify net worth or reported financial status and identify potential tax issues. Analyzes issues to determine nature, scope, and direction of investigation required. Investigates and initiates action for collection of delinquent taxes. Develops and evaluates evidence of taxpayer finances to determine tax liability. Prepares written explanation of findings to notify taxpayer of tax liability. Prepares estimated returns for failure to file tax cases. Examines data contained in application forms, agency reports, business records, public documents or other records to gather facts, verify correctness, or establish authenticity. Analyzes data obtained. Prepares correspondence to inform concerned parties of decision and rights to appeal. Prepares reports of examinations, evaluations, and decisions. Performs other duties as assigned. **Requires: Bachelor's degree (BA/BS) in accounting, auditing or a related field; and no experience is required, however one year is preferred; or equivalent combination of education and experience. To perform this job successfully, an individual should have a thorough knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.**

**Position: Sr. Programmer/Analyst**  
**Dept/Div: Information Technology**  
**Position Type: Regular, Full-Time**  
**Authorized Hiring Range: \$49,245-\$51,500 / Year**  
**Application Deadline: April 12, 2013**

Analyzes requirements and configures vendor software or develops computer programs for several areas of City operations by performing the following duties. Consults with customers to gather information about program needs, objectives, functions, features, and input/output requirements. Analyzes, defines, and documents requirements for data, workflow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls, and outputs. Develops and maintains plans and time tables for implementing system functions. Analyzes code to find causes of errors and revises programs or scripts. Writes and maintains technical specifications and documentation to describe program development, logic, coding, testing, changes, and corrections. Trains users in system operations and reporting functions. Provides technical assistance by responding to inquiries from others regarding errors, problems, or questions about software applications. Serves as liaison between user and software vendor on complex technical matters requiring vendor participation to resolve. Performs systems administration duties such as creating customer logins to the computer systems, setting security access to database and troubleshooting problems. Performs other duties as assigned. **Requires: Bachelor's Degree (BA/BS) in computer science, programming or related field; and four - six years of related experience and/or training; or equivalent combination of education and experience. Experience working in a "help desk" environment responding to user technical requests helpful. In addition to the other technical requirements outlined in the essential duties and responsibilities and education and experience sections, an individual should have a thorough knowledge of Microsoft Windows, Outlook, Access, Project, Excel and Word or similar software. Other related experience helpful for this position include: logical report writing (ex. Crystal Reports, Access, etc), Visual Basic Scripting, SQL Server database. Experience working with large enterprise-level software systems helpful; knowledge of IFAS/ONESolution Financial/HR software preferred.**

**Position: Building Codes Inspector**

**Dept/Div: Public / Inspections**

**Position Type: Regular, Full-Time**

**Authorized Hiring Range: \$33,843-\$37,189 / Year**

**\*Provided that candidate has at least two ICC certifications**

**Application Deadline: April 5, 2013**

Inspects new and existing buildings and structures to enforce conformance to building, grading, and zoning laws and approved plans, specifications, and standards by performing the following duties. Obtains permission from owners and tenants to enter dwellings. Inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards. Observes conditions and issues notices for corrections to persons responsible for conformance. Obtains evidence and prepares report concerning violations which have not been corrected. Interprets legal requirements and recommends compliance procedures to contractors and property owners. Prepares forms and letters advising property owners and tenants of possible violations and time allowed for correcting deficiencies. Consults file of violation reports and revisits dwellings at periodic intervals to verify correction of violations by property owners and tenants. Observes work in progress to ensure that procedures followed and materials used conform to specifications. Examines workmanship of finished installations for conformity to standard and approves installation. Interprets blueprints and specifications for Contractor and discusses deviations from specified construction procedures to ensure compliance with regulations governing construction. Prepares required reports. Performs other duties as assigned. **Requires: Associate's Degree (AA/AS) and one to two years of related experience and/or training; or an equivalent combination of education and training. Must be certified by the International Code Council (ICC) as a Building Inspector within one (1) year of employment. Commercial Electrical Certification, Master Electrician or Professional Engineer required. Valid South Carolina Driver's License. To perform this job successfully, an individual should have a working knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.**



**Position: Department Secretary**  
**Dept/Div: Public Service/Administration**  
**Position Type: Regular, Full-Time**  
**Authorized Hiring Range: \$33,843 / Year**  
**Application Deadline: April 5, 2013**

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of administrative and business detail by performing the following duties. Manages the Director's calendar and independently schedules appointments. Screens incoming calls and correspondence and responds independently when possible. Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers, and monitors compliance. Arranges programs, events, or conferences by arranging for facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget. Directs preparation of records such as agenda, notices, minutes, and resolutions for meetings. Takes and transcribes dictation, and composes and prepares confidential correspondence, reports, and other complex documents. Creates and maintains database and spreadsheet files. Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings, and accompanies supervisor when requested. May take dictation in shorthand or by machine and transcribe notes on computer, or transcribe from voice recordings. Organizes and maintains file system, and files correspondence and other records. Conducts research, and compiles and types statistical reports. Performs other duties as assigned. **Requires: Associate's degree (AA/AS) or equivalent; and two to four years of related experience and/or training; or equivalent combination of education and experience. To perform this job successfully, an individual should have a thorough knowledge of Microsoft Windows, Outlook, Excel and Word or similar software. Knowledge of IFAS financial software helpful. Ability to type a minimum of 35 words per minute by touch.**



## RECREATION POSITIONS

**Position: Recreation Supervisor**  
**Dept/Div: Recreation/Athletics**  
**Position Type: Regular, Part-Time**  
**Authorized Hiring Range: \$10.15 / Hour**  
**Application Deadline: April 8, 2013**

Supervises activities of paid and volunteer recreation service personnel in community center, playground, or sporting event by performing the following duties. Oversees a recreation event including supervision and scheduling of staff and monitoring spectators and participants to ensure orderly conduct. May drive a Recreation Department van or other vehicle to transport participants to events. Monitors the safety and the activities of children during recreational trips or tours. Introduces new program activities, equipment, and materials to staff. Works in team with other recreation personnel to ensure that recreation is well balanced, coordinated, and integrated. Assists and supports activities and operations of the community center, playground, or recreation facility. Monitors, issues, and secures center facilities, supplies, and equipment. Sets up necessary accompaniments for events, programs, etc. conducted in the center, including arranging chairs, tables, sporting or exercise equipment. Welcomes visitors and answers incoming telephone calls. Notifies patrons of activity schedules and registration requirements. Obtains and maintains attendance records of participants. Keeps score at various sporting events (volleyball, gymnastics, swimming, softball, etc.). Perform other duties as assigned. **Requires: High School Diploma or GED and one to two years related experience and/or training; or equivalent combination of education and experience. Valid South Carolina Driver's License. CPR certification. First Aid certification. To perform this job successfully, an individual should have a basic knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.**

**Position: Recreation Supervisor**  
**Dept/Div: Recreation/Bee's Landing Recreation Center**  
**Position Type: Regular, Part-Time**  
**Authorized Hiring Range: \$10.15 / Hour**  
**Application Deadline: April 8, 2013**

Supervises activities of paid and volunteer recreation service personnel in community center, playground, or sporting event by performing the following duties. Oversees a recreation event including supervision and scheduling of staff and monitoring spectators and participants to ensure orderly conduct. May drive a Recreation Department van or other vehicle to transport participants to events. Monitors the safety and the activities of children during recreational trips or tours. Introduces new program activities, equipment, and materials to staff. Works in team with other recreation personnel to ensure that recreation is well balanced, coordinated, and integrated. Assists and supports activities and operations of the community center, playground, or recreation facility. Monitors, issues, and secures center facilities, supplies, and equipment. Sets up necessary accompaniments for events, programs, etc. conducted in the center, including arranging chairs, tables, sporting or exercise equipment. Welcomes visitors and answers incoming telephone calls. Notifies patrons of activity schedules and registration requirements. Obtains and maintains attendance records of participants. Keeps score at various sporting events (volleyball, gymnastics, swimming, softball, etc.). Perform other duties as assigned. **Requires: High School Diploma or GED and one to two years related experience and/or training; or equivalent combination of education and experience. Valid South Carolina Driver's License. CPR certification. First Aid certification. To perform this job successfully, an individual should have a basic knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.**

**Position: Recreation Leader**  
**Dept/Div: Recreation/James Island Recreation Center**  
**Position Type: Regular, Part-Time**  
**Authorized Hiring Range: \$8.39 / Hour**  
**Application Deadline: April 8, 2013**

Assists in conducting recreation activities in community center, playground, or other voluntary recreation facility by performing the following duties. Assists and supports activities and operations of the community center, playground, or recreation facility. Monitors, issues, and secures center facilities, supplies, and equipment. Sets up necessary accompaniments for events, programs, etc. conducted in the center, including arranging chairs, tables, sporting or exercise equipment. Welcomes visitors and answers incoming telephone calls. Notifies patrons of activity schedules and registration

requirements. Monitors spectators and participants at sports events to ensure orderly conduct. Obtains and maintains attendance records of participants. Keeps score at various sporting events (volleyball, gymnastics, swimming, softball, etc.). Operates audio and or visual equipment, as necessary, for presentations, programs and activities. Monitors the safety and the activities of children during recreational trips or tours. Performs other duties as assigned. **Requires: High school diploma or general education degree (GED); and 3 – 6 months of experience; or an equivalent combination of education and experience. One year of experience is preferred. If a high school student, then the active pursuit of a high school diploma is required. Valid South Carolina Driver's License. CPR certification is required within 6 months of employment. First Aid certification is required within 6 months of employment.**

**Position: Recreation Leader**

**Dept/Div: Recreation/Arthur Christopher Community Center**

**Position Type: Regular, Part-Time**

**Authorized Hiring Range: \$8.39 / Hour**

**Application Deadline: April 8, 2013**

Assists in conducting recreation activities in community center, playground, or other voluntary recreation facility by performing the following duties. Assists and supports activities and operations of the community center, playground, or recreation facility. Monitors, issues, and secures center facilities, supplies, and equipment. Sets up necessary accompaniments for events, programs, etc. conducted in the center, including arranging chairs, tables, sporting or exercise equipment. Welcomes visitors and answers incoming telephone calls. Notifies patrons of activity schedules and registration requirements. Monitors spectators and participants at sports events to ensure orderly conduct. Obtains and maintains attendance records of participants. Keeps score at various sporting events (volleyball, gymnastics, swimming, softball, etc.). Operates audio and or visual equipment, as necessary, for presentations, programs and activities. Monitors the safety and the activities of children during recreational trips or tours. Performs other duties as assigned. **Requires: High school diploma or general education degree (GED); and 3 – 6 months of experience; or an equivalent combination of education and experience. One year of experience is preferred. If a high school student, then the active pursuit of a high school diploma is required. Valid South Carolina Driver's License. CPR certification is required within 6 months of employment. First Aid certification is required within 6 months of employment.**

**Position: Lifeguard**

**Dept/Div: Recreation/Aquatics**

**Position Type: Regular, Part-Time**

**Authorized Hiring Range: \$9.23 / Hour**

**Application Deadline: Open until filled.**

**\*\*\$150 Sign-On Bonus after 90 days of employment!!\*\***

Monitors activities in swimming areas to prevent accidents and provide assistance to swimmers by performing the following duties. Cautions swimmers regarding unsafe areas. Rescues swimmers in danger of drowning and administers first aid. Maintains order in swimming areas. Inspects facilities for cleanliness. Cleans and refills swimming pool. Determines chlorine content and pH value of water with water testing kit. Conducts or officiates swimming meets. Gives swimming instructions. Performs other duties as assigned. **Requires: High school diploma (or actively in pursuit thereof) or general education degree (GED); and six months of related experience and/or training; or equivalent combination of education and experience. Valid South Carolina Driver's License. American Red Cross Lifeguard Certificate. First Aid/CPR for Professional Rescuers. This job requires no computer skills.**

**Position: Water Safety Instructor**

**Dept/Div: Recreation/Aquatics**

**Position Type: Regular, Full-Time**

**Authorized Hiring Range: \$10.58 / Hour**

**Application Deadline: April 5, 2013**

**\*\*\$150 Sign-On Bonus after 90 days of employment!!\*\***

Responsible for serving as a pool Lifeguard and for teaching program classes. Instructs Water Safety Classes for all age levels and skill abilities and maintain records of these classes. Maintains the cleanliness of the locker rooms, pool area and aquatic equipment. Performs Lifeguard rotation duty and maintains safety throughout the facility. Maintain the cleanliness and healthiness of the pool water. Administers First Aid / CPR when necessary. Enforces rules and regulations of the facility. Answers questions from the public. Acts as Pool Manager in case of absence. Conducts or officiates swim meets. **Requires: High School Diploma (or GED) and one year related experience and/or training; or equivalent combination of education and experience. Previous experience as a lifeguard is preferred. Valid Driver's License. First Aid/CPR for Professional Rescuers. American Red Cross Water Safety Instructor. American Red Cross Lifeguard Certificate.**

**Position: Snack Bar Worker**

**Dept/Div: Recreation/Bee's Landing Recreation Center (West Ashley)**

**Position Type: Regular, Part-Time**

**(Schedule varies & includes: afternoons, evenings, and weekends)**

**Authorized Hiring Range: \$8.39 / Hour**

**Application Deadline: April 5, 2013**

Takes food orders and serves restaurant patrons at counters or tables by performing the following duties. Takes orders from customers. Assists with completing order from steam table and serves customers at tables or counter. Accepts payment and makes change, or writes charge slip. Cleans counter and tables. Performs other duties as assigned. This job requires no computer skills. Knowledge of cash register usage is preferred. **Requires: This entry-level position requires a high school diploma or general education degree (GED), if a student, the pursuit of a high school diploma; and three to six months of experience of experience and/or training; or an equivalent combination of education and experience.**

**Position: Snack Bar Worker**

**Dept/Div: Recreation/James Island Recreation Center**

**Position Type: Seasonal**

**(Schedule varies & includes: afternoons, evenings, and weekends)**

**Authorized Hiring Range: \$8.39 / Hour**

**Application Deadline: April 8, 2013**

Takes food orders and serves restaurant patrons at counters or tables by performing the following duties. Takes orders from customers. Assists with completing order from steam table and serves customers at tables or counter. Accepts payment and makes change, or writes charge slip. Cleans counter and tables. Performs other duties as assigned. This job requires no computer skills. Knowledge of cash register usage is preferred. **Requires: This entry-level position requires a high school diploma or general education degree (GED), if a student, the pursuit of a high school diploma; and three to six months of experience of experience and/or training; or an equivalent combination of education and experience.**

**Position: Snack Bar Worker**  
**Dept/Div: Recreation/Arthur Christopher Community Center**  
**Position Type: Seasonal**  
**(Schedule varies & includes: afternoons, evenings, and weekends)**  
**Authorized Hiring Range: \$8.39 / Hour**  
**Application Deadline: April 8, 2013**

Takes food orders and serves restaurant patrons at counters or tables by performing the following duties. Takes orders from customers. Assists with completing order from steam table and serves customers at tables or counter. Accepts payment and makes change, or writes charge slip. Cleans counter and tables. Performs other duties as assigned. This job requires no computer skills. Knowledge of cash register usage is preferred. **Requires: This entry-level position requires a high school diploma or general education degree (GED), if a student, the pursuit of a high school diploma; and three to six months of experience of experience and/or training; or an equivalent combination of education and experience.**

#### **SERVICE, MAINTENANCE, DRIVING, AND SKILLED TRADE POSITIONS**

**Position: Driver Side Loader**  
**Dept/Div: Public Service/Garbage**  
**Position Type: Regular, Full-Time**  
**Authorized Hiring Range: \$13.89 / Hour**  
**Application Deadline: April 5, 2013**

**\*\*A 10 Year Motor Vehicle Record must be submitted with your application.**

Responsible for assisting with the collection, driving, and vehicle operation of the assigned vehicle for the collection of garbage or trash on an assigned route. Picks up garbage or trash and places it in the collection vehicle. Completes pre- and post- route checks of assigned vehicle and route reports on a daily basis. Responsible for assessing and reporting any unexpected mechanical problems to prevent further vehicle damage and/or unsafe operation. Reports to supervisor sanitary code violations. Responsible for all duties encompassed in the collector position. **Requires: High School Diploma (or GED); and 1 – 2 years related experience and/or training; or equivalent combination of education and experience. Valid Commercial Driver's License – Class A or B.**

**Position: Inventory Control Clerk**  
**Dept/Div: Executive/Fleet**  
**Position Type: Regular, Full-Time**  
**Authorized Hiring Range: \$11.15 / Hour**  
**Application Deadline: April 12, 2013**

Performs a variety of duties to maintain order and distribute parts and supplies in the parts room of Fleet Maintenance by performing the following duties. Works at the front counter of the parts room and dispenses parts from parts room to technicians for Fleet Management. Monitors parts in stock and notifies Parts Room Manager when supplies are low, orders parts as directed by Manager. Compiles and sorts documents such as work orders and maintains filing system. Uses computer to enter and maintain parts inventory in fleet management software. Responsible for the organization and cleanliness of parts room. Maintains all related documentation of supplies and parts purchased for parts rooms, including receipts, invoices etc. Requisitions tools, equipment, and supplies required for operations. Sorts, places materials or items on racks, shelves or in bins etc. according to predetermined sequence such as size, type, or product code. Assists technicians and mechanics with diagnosis to ensure correct parts are ordered and dispensed. Operates motor vehicle in a safe manner to deliver and pick up mechanical parts and tools, travels to delivery site on foot or by automobile when necessary. May fill in for Parts Room Manager when manager is out. Performs any other related duties as assigned. **Requires: High School Diploma or general education degree (GED); and two - three years of related experience; or equivalent combination of education and experience. Valid South Carolina Driver's License.**

## **FIRE DEPARTMENT POSITIONS**

**Position: Community Educator**  
**Dept/Div: Fire**  
**Position Type: Regular, Full-Time**  
**Authorized Hiring Range: \$49,245-\$54,000 / Year**  
**Application Deadline: April 5, 2013**

Under limited supervision, responsible for developing and implementing the overall community risk reduction and life safety strategies and serving as the public information officer; coordinating timely safety messages to the community through all forms of media; promoting the mission, vision, and values of the department through proactive and reactive community outreach; working closely with fire prevention staff and chief officers to ensure accurate, timely, and meaningful communications with the public. Will serve as the Fire



Department's primary Public Information Officer and represent the department to the press and other media. Responds to emergency incidents and provides assistance to the Incident Commander at fire and emergency scenes in support of the required effort. Maintains current media contacts and develops a positive relationship with media representatives. Strives to develop new and creative outreach activities, funding sources, and partnerships. Develops, manages, and conducts various programs, events, forums, presentations, lectures, and multimedia presentations to a variety of audiences using input from department members. Prepares department members to conduct risk reduction programs. Examples would include, but are not limited to, the Car Seat Installation Program and the Juvenile Fire setter Intervention Program. Routinely promotes articles, press releases, seasonal information, department events, seeks out interviews, presentation, and public speaking opportunities that promote the community risk reduction strategies of the department. Receives, reviews, and analyzes various records and reports such as injuries, burns, fatalities, causes of fire, demographics of fires, fire data; statistics, to determine and document the effectiveness of programs and monitor trends. Manages community outreach media tools such as the department website and approved social media sites. Assists with or conducts fire safety inspections and/or fire investigations to assist with workloads and to improve knowledge and skills of risk reduction related work. Assists supervisors in development, review, and implementation of needed operating procedures and guides for fire inspections, fire code enforcement, public education, and investigations. Assists with planning and identifying daily, short- and long-term goals related to the Department's mission, vision, and values. Designs, develops, and delivers well planned, organized, informative fire prevention training to academy students and department members as assigned. Serves as the project manager/coordinator of specific tasks, projects, or objectives as assigned by the Fire Chief or Fire Marshal. Performs other duties as assigned. **Requires: Associate's Degree (AA/AS), or equivalent, in an unrelated field and 6 years of related experience as a firefighter, fire inspector, public fire safety education, or similar, with not less than 2 years of this time as a firefighter. Or: Associate's Degree (AA/AS), or equivalent, in a related field and 4 years of related experience as a firefighter, fire inspector, public fire safety education, or similar, with not less than 1 year of this time as a firefighter. Or: Bachelor's Degree (BA/BS), or equivalent, in a related field and 2 years of related experience as a firefighter, fire inspector, public fire safety education, with demonstrated experience in the fire service. Requires: Valid state issued driver's license, at least 80 hrs of demonstrated course work, training, or certifications in fire inspections, investigations, and/or public fire safety education. Hazardous Materials Operations certification, ICS 100, 200, 300, 400 and IS 700 & 800. Preferred certification or must be obtained within 12 months: demonstrated knowledge and skills to achieve compliance with NFPA 1035 which will include: Fire & Life Safety Educator 1, Juvenile Firesetter Intervention Specialist 1, PIO (Basic PIO G290 or equivalent), child Passenger Safety Technician, basic fire investigation course or certification (16 hour minimum) and Firefighter 2. Preferred certification or must be obtained within 24 months: Continued skills and improvement related to NFPA 1035 which will include: Fire & Life Safety Educator 2, Juvenile Fire setter Intervention Specialist 2, Advanced Public Information Officer (E388), Child Passenger Safety Technician Instructor and ICC Fire Inspector 1.**

## City of Charleston Police Department Employment Opportunities

The Charleston Police Department is pleased to announce the following open positions. If you meet the requirements for a position and are interested in applying, please submit an application for employment to the Personnel Department located at 180 Lockwood Blvd.

All civilian positions listed require a high school diploma or higher where indicated and sworn positions require a Bachelor's Degree and above or Associate's Degree with 4 years experience in law enforcement or 4 years military experience as military police, special intelligence, CID (criminal investigations division or EOD (explosive ordinance division). All qualified applicants must possess a clean criminal history and successfully complete the following: polygraph test, drug screening, and background investigation. All sworn and certain civilian positions will also be required to successfully complete a psychological evaluation, and oral board interview.

To learn more about the Charleston Police Department, or download an application, visit them on the internet at: [www.Charleston-pd.org](http://www.Charleston-pd.org). For additional assistance feel free to contact the Personnel Department at (843) 720-2489.

### **IMPORTANT**

**You must submit a Police Dept. application to be considered for any Police Dept. position.**

Please visit our employment page to download a Police Department application.

[www.charleston-sc.gov/employment](http://www.charleston-sc.gov/employment)

Applications can be submitted in person, by mail, fax, or by e-mail.

Fax to: 843-577-2806 E-mail to: [molettef@charleston-sc.gov](mailto:molettef@charleston-sc.gov)

**Position: Polygrapher**  
**Dept/Div: Police**  
**Position Type: Regular, Full-Time**  
**Authorized Hiring Range: \$44,849-\$53,926 / Year**  
**Application Deadline: Open until filled**  
[\*\*Click Here to download an application\*\*](#)

Responsible for the administration of polygraph tests by performing the following duties. Administers polygraph examinations. Gathers facts and information from police officers to formulate questions. Conducts pre-test interview of subject to determine attitude and demeanor. Reads and interprets polygraph charts. Selects best polygraph technique for examination. Interrogates both major and minor offenders when necessary. Prepares reports and records and forwards to appropriate division or agency. Maintains records and files on all subjects interviewed, examined and interrogated. Coordinates polygraph scheduling and testing to assist local, state, county and federal agencies, testifies in court regarding confessions obtained from polygraph examination. Performs other duties as assigned. **Requires: Bachelor's Degree (BA/BS) or equivalent; and two to four years related experience and/or training; or an equivalent combination of education and experience. Certification by the American Polygraph Association. To perform this job successfully, an individual should have extensive knowledge of Microsoft Windows, Outlook, Excel and Word or similar software. Valid South Carolina Driver's License.**

**Position: Telecommunicator**  
**Dept/Div: Police**  
**Position Type: Regular, Full-Time and Part-Time positions available**  
**Authorized Hiring Range: \$14.80 / Hour**  
**Application Deadline: Continuous**  
[\*\*Click Here to download an application\*\*](#)

Operates municipal emergency call system, radio transmitter and receiver, and telephone switchboard by performing the following duties. Receives incoming police calls by telephone or through alarm system. Determines type and number of units to respond to emergency. Notifies police station and initiates response. Relays messages from scene of crime or incident, such as requests for additional help and medical assistance. Records date, time, type of call and destination of messages received or transmitted. Maintains activity, code, and locator files. Tests various communications systems and reports malfunctions to maintenance units. Operates telegraph to relay code as back up if transmitter fails. Performs other duties as assigned. **Requires: Associate's Degree (AA/AS) or equivalent; and two years of related experience and/or training; or equivalent combination of education and experience. Valid South Carolina Driver's**

License. To perform this job successfully, an individual should have extensive knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.

**Position: Crime Scene Technician**

**Dept/Div: Police**

**Position Type: Regular, Full-Time**

**Authorized Hiring Range: \$30,797 / Year**

**Application Deadline: April 12, 2013**

**[Click Here to download an application](#)**

Responds to scenes of crimes, fires and accidents to document the scene and collect evidence by performing the following duties. At the scene, determines the best methods to employ for criminal investigation. Performs all techniques required to document a crime scene including photography, videography, forensic mapping, sketching and note-taking. Performs all techniques required to search for and recover evidence at a crime scene including latent recover, search by alternate and ultraviolet light sources, collection of biological fluids, trace evidence and gunshot residue, tool mark, tire and footwear impressions, metal detection and laser trajectory determinations. Responds to autopsies to perform postmortem fingerprinting and collect evidence. Performs recovery and documentation of latent fingerprints in a laboratory setting using powders, chemicals and dyes, the humidity chamber and MP5 and CU5 cameras. Operates crime scene equipment including generator, flood lamps, automobile lift, etc. Prepares and submits reports as required. Follows appropriate procedures to ensure the security and integrity of evidence. Testifies in court concerning crime scene investigations. Performs other duties as assigned. **Requires: Associate's degree (AA/AS) or equivalent; and two to four years of related experience and/or training; or equivalent combination of education and experience. Valid South Carolina Driver's License. To perform this job successfully, an individual should have extensive knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.**

**Position: Police Officer**

**Dept/Div: Police**

**Position Type: Regular, Full-time, Rotating shifts**

**Authorized Hiring Range: Depending on qualifications**

**HS + 6 years law enforcement/ military experience- \$34,766.39 / Year**

**AA/AS + 4 yrs law enforcement/ military experience-\$37,166.03 / Year**

**BA/BS-\$39,731.26 / Year**

**MA/MS-\$42,473.53 / Year**

**JD-\$45,384.18 / Year**

**Application Deadline: Continuous**

**[Click Here to download an application](#)**

- Enforces the laws and ordinances of the city and all other pertinent laws.
- Patrols assigned areas during a specific period on foot or in motorized police equipment.
- Checks doors and window and examines premises or unoccupied buildings or residences in order to detect any suspicious conditions.
- Investigates suspicious conditions and complaints and make arrest or persons who violate laws and ordinances.
- Accompanies prisoners to headquarters, jail or court and appears in court as arresting officer.
- Direct traffic and either arrests or gives violation tickets to those who break traffic laws.
- Checks automobiles parking in restricted areas as directed, give all possible assistance and prepare necessary reports.
- Maintains order in crowds and attends parades, funeral or other public gatherings.
- Observes for stolen cars and wanted or missing persons.
- Makes investigation and enforces city and state laws pertaining to juvenile offenders.
- Serves warrants, gives advice on laws, ordinances and general information to the public.
- Acts for police Master Police Officer or Sergeant in his absence as directed.
- Maintains records, prepares reports and performs related clerical duties.
- Perform related duties as required.

**Requires: Must possess one of the following:**

- 1) A Bachelor's Degree or higher from an accredited college or university**
- 2) An Associate's Degree with at least four (4) years combined law enforcement and/or military experience**
- 3) A High School Diploma with at least six (6) years combined law enforcement and/or military experience.**

**Must possess a working knowledge of Microsoft Word, Outlook, Excel or similar software. Must possess a valid South Carolina driver's license. Must successfully complete SCCJA. For more information on what it takes to be a successful CPD candidate please visit [www.charleston-pd.org](http://www.charleston-pd.org)**